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II. Council

2.1 Duties of Council

2.1.1 Authority and Accountability

Council has responsibilities in connection with certain matters related to the academic affairs of the University. It may act either upon the recommendation of a Faculty or Department or upon its own initiative. In certain matters reserved under the Act for the final judgment of the Senate, Council is responsible for acting on behalf of the University in framing the necessary reports, proposals and the recommendations. It may also make recommendations to the President on the academic and physical plans for the University, as well as any matters considered by the Council to be of interest to the University.

Through a delegation from Senate, Council is responsible for academic and non-academic discipline of students including the establishment of regulations respecting the discipline of students.

Section 78 of the Act sets out the duties of Council which includes that Council shall make rules for governing its meetings and proceedings for the transaction of business, setting quorum and establishing committees as required.

Details of academic standards for students approved by Council are found in the *University of Regina Undergraduate Calendar* and/or the *University of Regina Graduate Studies and Research Calendar*. The Calendars published on the University website are the official versions.

Pursuant to section 56 of the Act, Council is also responsible for electing one member of the Faculty who is a lecturer, assistant professor, associate professor or professor, who holds a full time-academic appointment in the university to serve on the Board of Governors.

2.1.2 Role and Responsibilities

Council’s roles and responsibilities as defined in Section 78 of the Act are that:

Council shall:

a. Appoint examiners for and conduct the examination of all courses and determine the results of the examinations.

b. Ensure that students have the right to appeal decisions made by a Faculty to either the Council Committee on Student Appeals (on academic matters) or the Council Discipline Committee (on discipline matters).

c. Consider and report to the Senate upon the courses of study to be provided for the Faculties and Departments and upon such matters affecting the educational interests and well-being of the University.

d. Conduct examinations for professional societies or other bodies as may be directed by the Senate;

e. Deal with or report upon such other matters as are referred to it by the Senate or the Board.

Delegated powers of Council include:
i. approve the graduaand lists as recommended by the Faculties, for all students who have satisfied the requirements, be granted the degrees, diplomas and/or certificates as designated and recommend these to the Chancellor for degree conferral;

ii. in coordination with Senate, set all advanced standing and transfer credit policies for the University;

iii. make all regulations pertaining to grading, examinations, deferred examinations, supplemental examinations and related matters, as detailed in the University of Regina Calendars;

Council may:

a. Make recommendations to Senate respecting changes in entrance and admission requirements, and standards.

b. Authorize the establishment of exhibitions, scholarships and prizes, and recommend them to the Senate.

c. Determine the dates for the beginning and ending of lectures and the timetable for examinations.

d. Make recommendations to Senate with regard to affiliations and federations.

e. Review the academic and physical plans for the University and make recommendations thereon to the President.

f. Make recommendations to the President regarding matters considered by Council to be of interest to the University.

g. Exercise such other powers as are delegated to it by the Senate or the Board.

2.1.3 Delegation of Authority to Executive of Council

At a meeting held April 29, 1976, Council empowered Executive of Council, a standing committee of Council, to act on its behalf in all matters with the provision that a decision of the Executive may be challenged by requesting a Special Meeting of Council. Such a request may be made by at least 20 members of Council, no more than ten of whom should be Executive of Council members, and the request must be filed with the University Secretary within ten business days of the issuance of the approved minutes of Executive of Council.

At a meeting held on April 25, 2013, Council resolved that Council reserves to itself, and has not delegated the following matters to Executive of Council:

a. To approve any changes to rules governing its meetings and proceedings, and the rules governing meetings and proceedings of its Executive of Council;

b. To approve the minutes of any meetings of Council; and,

c. To overturn or amend any decision made by Council.
2.2 Procedural rules of Council

2.2.1 Meetings of Council

A meeting of Council shall be convened by the University Secretary:

a. At the call of the President who will ensure that there is a meeting of Council no less than once per term for the winter and fall semesters of the academic year;

b. In response to a motion from Executive of Council requesting a meeting of Council;

c. Upon receipt of a challenge to a decision of Executive of Council, made by at least twenty members of Council, no more than ten of whom should be Executive members, and filed with the University Secretary within ten working days of the issuance of the approved minutes of Executive of Council; or,

d. Upon receipt of a petition signed by 50 members of Council requesting a Special Meeting of Council.

Meetings of Council are normally held for matters that deal with broad policy issues and the long term interests of the University.

Meetings of Council shall be open to the University Community and the public, except when Council decides to hold any part of the meeting in camera determined by majority vote of Council. All meeting attendees must register as either a Council member or guest prior to the meeting.

2.2.2 Membership

Section 76 of the Act defines the membership of Council. Council shall consist of the president and vice-presidents of the university, the secretary, the registrar, the librarian, the assistant librarian, the professional librarians, the deans, directors, professors, associate professors, assistant professors, full-time lecturers, special-lecturers and instructors who are employed by the university or a federated college of the university and a number of the students who are full-time students as attested by the registrar, to be determined by the council but in no case to exceed ten per cent of the council membership, and who shall be chosen for one-year terms by annual election by students under regulations established by the council with a view to obtaining equitable representation of students in the various faculties, and schools of the university.

The University Secretariat will post the Council members’ list at least 21 days prior to any meeting of Council (i.e. with the notice of meeting). Council members are required to verify the validity of the list, reporting any concerns to the University Secretariat no later than seven days prior to the meeting of Council.

2.2.3 Election of Student Representatives to Council

Student representatives for the University of Regina Council will be elected pursuant to the bylaws of the URSU. Consistent with the Act, to serve on Council, students must have full-time status at the time of their election and must maintain full-time status while serving as elected student representatives to Council.

Student representatives elected to Council will serve for a one-year term commencing on July 1 following the election and ending on June 30 of the following year.

The Act requires that equitable representation of students from the various Faculties be obtained through the election. The following formula will be used to determine the number of students elected from each Faculty:
a. The formula is to be based on the current fall semester non-student Council membership and on the fall semester student enrolment in electoral units.

b. The formula to determine student representation for each Faculty is:

\[
K = \frac{\text{Number of Students on Council}}{\text{Number of Non-student Council members}}
\]

Student Representation from each Faculty \((A) \times + CCE\) = \(\frac{\text{Number of Students in } A + CCE}{\text{Total Number of Students}} \times K\)

*Faculty includes: Arts (Humanities), Arts (Social Sciences), Business Administration, Education, Engineering and Applied Science, Fine Arts, Graduate Studies, Kinesiology and Health Studies, Nursing, Science, Social Work.

c. No Faculty as defined in section b (above) shall have less than one student representative.

d. The Director of the CCE shall be responsible for conducting the election for the CCE, ensuring that the nomination criteria of ‘full-time’ students be upheld as required in the Act. The election will be held as early as possible in the fall.

e. A student elected to Executive of Council will automatically become a student representative on Council.

2.2.4 Quorum and Voting

Quorum for any of meeting of Council shall be set at 100 Council members. The determination as to whether quorum exists will be made by the University Secretary prior to approval of the agenda for the meeting.

Members of Council must be present, in person, and at the meeting to vote on any matters being considered by Council at that meeting. Proxy voting is not permitted.

Voting will normally be done by a show of hands at the call of the Chair; however, with the agreement of the majority at the meeting, Council may agree to have the vote done by secret ballot at a meeting. Also, with the agreement of the majority, a motion can be put to the entire membership of Council which would happen subsequent to a meeting of Council and would normally be conducted by the University Secretariat within five business days of the meeting by electronic ballot, allowing up to seven business days for the vote to take place.

Reasonable attempts may be made to telecast the meeting to alternate locations; however, members of Council that watch the meeting by telecast will not be considered to be part of quorum or have voting rights.

2.2.5 Agenda and Minutes

Council agendas will be set by the Council Agenda Committee and will include, but shall not be limited to:

a. the minutes of every regular or special meeting of Council held since the last regularly scheduled meeting of Council;

b. a report from the Chair of Council;

c. reports from standing Committees and ad hoc Committees of Council (when applicable); and,
d. any other information and/or recommendations from members of Council that have been approved by the Council Agenda Committee for inclusion on the agenda.

A notice of meeting will be issued by the University Secretary no later than 21 days prior to a regular meeting of Council. Reports from Council committees for inclusion on the agenda must be submitted to the University Secretary no later than 14 days prior to a meeting of Council.

Individual members of Council may present motions to Council by sending a notice of motion no later than 14 days prior to a meeting of Council with supporting documentation to the University Secretary for consideration by the Council Agenda Committee.

Motions from the floor at the meeting of Council that introduce ‘new’ business to be considered at the meeting will not be permitted and will be deferred to the next regular meeting of Council.

The Council Agenda Committee will finalize the agenda and the University Secretary will distribute the agenda for the meeting, including all supporting information, no later than five days prior to the meeting.

Notices of meeting, agendas and minutes of Council meetings shall be distributed to Council members electronically and made available on the University’s website at http://www.uregina.ca/president/governance/council/index.html.

2.2.6 Chair of Council

Section 77 of the Act states that the chair of Council is the President and in his/her absence, the Provost and Vice-President (Academic) will be the chair and if both are absent, the Council may appoint its own chair.

2.2.7 Rules of Order

Conduct of the meetings of Council and its Committees shall be guided by the rules of order as detailed in the current edition of Robert’s Rules of Order.

2.2.8 Effective Dates for Policies, Procedures and Regulations approved by Council

Policies, procedures, and regulations requiring only Council approval will become effective immediately upon approval by Council or such later date as may be specified by Council.

2.2.9 Retention of Official Records

The University Secretary shall hold the official records for Council.

2.2.10 Travel Expenses

All expenses to travel to meetings of Council will normally be the responsibility of the Council member.

2.3 Election of Faculty representative to the Board of Governors

2.3.1 Eligibility

Faculty members who hold a full-time academic appointment at the University as a lecturer, assistant professor, associate professor or professor are eligible to be nominated.
2.3.2 Call for Nominations

At the call of the University Secretary to fill either a vacancy or renew an appointment on the Board of Governors, nominations will be sought over a two week period. The names of candidates for nomination to the position of Faculty representative to the Board of Governors must be submitted to the University Secretary no later than 4:00 p.m. on the last day for receipt of nominations. The nomination must be endorsed by three members of Council. The submission must include the written consent of the person being nominated and a brief biography.

2.3.3 Date of the Election

The University Secretary will set the date of the election and the corresponding deadline for nominations to be received allowing no less than seven business days for voting to take place which will be done electronically. If no election is required, the University Secretary will announce the result following the close of nominations.

2.3.4 Announcement of Result

The University Secretary will announce to Council the result of the election.

2.3.5 Term of Office

The Faculty representative of Council to the Board of Governors will hold office for a term of three years and until such time as a successor is elected. The Faculty representative to the Board of Governors is eligible to serve no more than two consecutive terms.